## **EBT BENEFIT REPAYMENT AGREEMENT**

ES-3142 Rev.02-16

	Case Name:
Client's Responsibility	I,, wish to repay (Client's Name)
	1)Up todollars on myoverpayment.  (Food Assistance, Child Care or Cash)
	2)Up todollars on myoverpayment.  (Food Assistance, Child Care or Cash)
	I understand this payment will be taken from my Kansas Benefits Card Account.
	Signature of Client Date
Worker's Responsibility	Worker's Name & Email: Date:
	Payment applied to type of claim: AF CC FA GA RE WP / AF CC FA GA RE WP (Circle Type) (Circle Type)
	Claim Number and Amount:///
	**Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts.  Cash EBT benefits can only be applied to Cash assistance recovery accounts. Child Care EBT benefits can only be applied to Child Care recovery accounts.
	**Send V112 and/or C112 notice advising client of repayment amount and remaining balance of the overpayment.
EBT Clerk's Responsibility	<ol> <li>Enter case number (KAECSES Case # or PI ID#) on Client Search Screen.</li> <li>Go to Repayment-Adjustment Screen (CTRL-J).</li> <li>Enter client's Kansas Benefits Card Number.</li> <li>Enter the repayment amount.</li> <li>Select benefit type (defaults to FS).</li> <li>Press F11 to process</li> <li>For documentation purposes retain a copy of this form in the case file.</li> </ol>
CRU's Responsibility	<b>DIRE</b> Screen – enter the correct information per KAECSES User Manual Vol. #1, or KsCARES User Manual Vol #1.

Note: To ensure that these repayments are entered on the KAECSES/KsCares system this form, a copy of the form, EBT repayment screen and the appropriate transaction screen <u>must</u> be sent to the EBT Unit as an attachment to an e-mail to EBTMAIL@DCF.ks.gov.

## KANSAS BENEFITS CARD REPAYMENT PROCEDURES

Effective with the new EBT system, clients can use their Kansas Benefits Card benefits to repay all or a portion of a food assistance, child care and /or cash overpayment(s).

- When a client wishes to make a repayment with their Kansas Benefits card benefits he or she will complete and sign the Client's Responsibility portion of the EBT Benefit Repayment Agreement.
- 2. The worker will complete the EES Worker's Responsibility portion of the EBT Benefit Repayment Agreement. The form allows repayments on two claims. Use additional forms for more claims. Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts. Cash EBT benefits can only be applied to Cash assistance recovery accounts. Child Care EBT benefits can only be applied to Child Care recovery accounts. Do not use Rehabilitation Services (RS) child care benefits (EBT26411) to repay claims.
- 3. After the first two portions of the form are completed, give to an EBT clerk to enter the pertinent information on the EBT system on the Repayment-Adjustment screen.
- 4. Email the completed form, repayment screen and appropriate transaction history (NCD, NFD or DCC transaction types) to the Administrative Office EBT unit and retain a copy for the case file.
- 5. The Administrative Office EBT unit will forward the form and the EBT Repayment report to Central Receivables Unit for the payment to be entered on the KAECSES or KsCares system (DIRE).